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Information

Executive Committee

Review and Discussion of Proposed Changes to the Commission Policy Manual

Executive Summary: The Executive Committee will review the Commission's Policy Manual. The Committee will consider possible changes proposed by the Executive Committee's Working Group and by staff.

Recommended Action: For information only.

Presenter: Mary Armstrong, General Counsel

Strategic Plan Goal: 2

Continue to refine the coordination between Commissioners and staff in carrying out the commission's duties, roles and responsibilities.

November-December 2006

Review and Discussion of Proposed Changes to the Commission Policy Manual

Introduction

The Executive Committee will discuss proposed amendments to the Commission's Policy Manual. The amendments were proposed by a working group composed of three Commissioners (Catherine Banker, Guillermo Gomez and John Kenney), and submitted to staff. Staff has also proposed changes to reflect current Commission practice.

Background

The Commission's Policy Manual sets forth the rules governing the conduct of the Commission's business (Section 101). The Executive Committee is charged with the responsibility of periodically reviewing the provisions of the Policy Manual and determining the need for revision and repeal or adoption. The last revisions to the Policy Manual occurred in January, 2004. In the interim, the conduct of the Commission's business has undergone change as a result of the efficiencies adopted by the Commission in 2005 as well as a change in the membership of the Commission. As a result, at the July-August, 2006 meeting of the Executive Committee, a working group was formed to review the current provisions of the Policy Manual and suggest proposed amendments. In addition, staff has reviewed the Policy Manual and suggested proposed amendments to reflect the Commission's actions since the last revision of the Manual.

Discussion

The proposed revisions are reflected in strike-out and underscore in the text of the Policy Manual. The sources of the changes are identified as follows:

(All)—all members of the working group suggested the change

(JK)(CB)(GG)—changes suggested by one or more individual members of the working group

(staff)—changes proposed by staff

A summary of the revisions is set forth below.

Summary of Revisions to Policy Manual

- References to Chair have been revised throughout to include Chair *and* Vice Chair.
- §200 Revised to provide greater flexibility to meeting schedule.

- §210 Provides for distribution of agenda by electronic mail. Staff proposes elimination of (b) because the section is covered by Bagley-Keene.
- §213 Provides that items for the printed agenda shall be submitted to the Executive Director no less than 20 days prior to the meeting.
- §214 Limits submission of agenda items to Commission Members and ex-officio representatives and Executive Director.
- §215 Eliminated as a separate section and incorporated in §422 where the Executive Committee is discussed.
- §216 Eliminated unnecessary language to reflect the fact that there are no longer separate standing committees and all action taken is by a Committee of the Whole.
- §217 Revised to provide greater flexibility in scheduling agenda items while still maintaining Quarterly Agenda concept.
- §219 Increases submission deadline for written public comments.
- §230 Incorporates the provisions of the Bagley-Keene Open Meeting Act by reference.
- §231 New section proposed to clearly delineate how a quorum is established.
- §232 Clarifies that roll call votes are recorded but does not require the Executive Director to be the recorder.
- §244 Deleted because of concerns regarding accuracy of record.
- §245 & §246 Gives Executive Committee approval, instead of Chair, for inclusion of remarks and written materials into the minutes.
- §301 Revises procedure for election of officers.
- §310 Revises general duties of Chair and Vice Chair and provides procedure for quarterly evaluation of Executive Director.
- §320 Adds additional reasons as sufficient cause for absence and provides flexibility for determining whether sufficient cause exists for an absence.

- Chapter 4 Eliminates references to separate standing committees which no longer exist; eliminates procedures governing separate standing committees.
- §422 Incorporates provisions of former §215, revises role and responsibility of Executive Committee and provides that the Executive Committee shall meet each time the Commission meets.
- §490 Eliminates Executive Director's appointment role with regard to panels and design teams.
- §500 Eliminates enumerated listing of groups to send applications when there is a vacancy and replaces with general description of types of groups to contact.
- §501 Revises term limits of Committee of Credentials Members to reflect past Commission action.
- §530-§532 Revised to reflect Commission's recent actions regarding accreditation.
- §600 Eliminates delegation authority of Executive Director.

Staff Comments Regarding Proposed Changes:

The revisions to add the Vice Chair to several sections does not seem practicable in those cases such as §§320, 321 330, 331, 332 where there is a decision to be made. In the other sections the inclusion of the Vice Chair is on a consultative basis which reflects current practice.

§219 Staff recommends elimination of this section because it is covered by Bagley-Keene.

§245-§246 The proposed change to transfer decision making authority to the Executive Committee regarding inclusion of remarks and written materials could be cumbersome because the sections contemplate this action taking place during the course of a meeting. Perhaps the section should be changed to replace "Chair" with "Commission" and the action could take place during the course of the regularly scheduled meeting.

§301 The suggested revision that the Chair/Vice Chair election be by written ballot was not included because it would be prohibited by Bagley-Keene.

§422 Staff recommends providing flexibility to the proposal that the Executive Committee meet at every meeting. This requirement could become problematic if there are more meetings scheduled. In addition, the focus of the Executive Committee does not require meeting every time the Commission meets.

§490 The suggested revision for §490 does not address some of the concerns that were part of the Executive Committee's Staff Direction at the December 2005 meeting. Specifically, staff was directed to define the various types of panels, design teams, working groups etc. Additionally, the suggested revision does not specify the involvement of representatives of stakeholder groups and the ability of the stakeholder groups to name an authorized representative. At the July-August, 2006 meeting of the Executive Committee, various stakeholder groups testified as to the importance of being able to name a representative and secure participation as necessary. Staff has offered alternative language to address these issues.

§600 The suggestion to eliminate the two sections dealing with delegation of authority to the Executive Director and the Executive Director's ability to delegate to staff is contrary to statute. The eliminated section is identical to current law (Education Code §44220).

Next Steps

The Policy Manual will be brought back as an action item to the Executive Committee at the February 2007 Commission meeting.

CHAPTER 1: POLICY

§ 100. CITATION OF POLICY MANUAL

This manual shall be known as the Policy Manual of the California Commission on Teacher Credentialing. This section would be appropriately cited as "CCTC Policy Manual, § 100."

§ 101. PURPOSE OF POLICY MANUAL; LIMITATIONS

This Policy Manual is intended to set forth every rule of general application governing the conduct of the business of the California Commission on Teacher Credentialing excepting that which, pursuant to law, must be enacted in accordance with the Administrative Procedures Act. Nothing included herein is intended to, or does, affect the rights, benefits, or duties of applicants for, or holders of credentials or of any person or entity whose rights, benefits, or duties are regulated by statutes enacted by the Legislature or administrative regulations otherwise administered by the California Commission on Teacher Credentialing.

§ 102. DEFINITION OF POLICY

For purpose of inclusion in the Policy Manual, a policy is defined as a rule of general application to govern the conduct of the Commission, its individual members, or staff under recurring circumstances which do not necessitate the promulgation of regulations.

§ 103. POLICY ENACTMENT, DURATION AND AMENDMENT

Adoption, amendment, or repeal of a policy is accomplished only by action of the Commission and is evidenced by its entry in the official minutes of the Commission with designation as policy. A policy regularly enacted by the Commission remains in full force and effect until repealed, amended, or accomplished. A policy may be repealed by its own terms on a date certain or upon the happening of a specified event. If any provisions of this manual, or the application thereof to any person or circumstances are held invalid, the remainder of this manual and the application of such provision to other persons or circumstances shall not be affected thereby. Policies of the Commission may be enacted, amended, or repealed at any regular meeting of the Commission by the affirmative vote of a majority of the voting members of the Commission.

§ 104. FORM OF AMENDMENTS

Actions which enact, amend, or repeal policy shall be prepared in a form which clearly indicates proposed deletions to existing policy manual provisions in strike-out type and proposed amendments or additions in underline type.

CHAPTER 2: MEETINGS OF THE COMMISSION

§ 200. REGULAR MEETINGS

- (a) All meetings of the California Commission on Teacher Credentialing shall be held in accordance with the provisions of the Bagley-Keene Open Meeting Act (Cal. Gov. Code § 11120 et seq.).
- (b) The schedule of regular meetings for the Commission for each calendar year shall be prepared by the Executive Director. Chair and Vice Chair (all) and shall be adopted by resolution of the Commission (all) in June of each year. The regular meetings shall be held primarily in Sacramento, but may be held any place in California designated by the Commission. Upon proper notification the date and place of meetings may be changed.(JK)

(all)

§ 210. AGENDA FOR COMMISSION MEETINGS

- (a) The agenda for each meeting shall be prepared by the Executive Director in consultation with the Chair and Vice Chair (all).
- (b) An agenda for each regular meeting shall be mailed to the public and each member of the Commission not later than ten (10) calendar days before the regular meeting. The agenda may be sent by electronic mail in lieu of other delivery.(JK)
- Staff Question: Section (b) is a restatement of Bagley Keene requirements and is unnecessary. Could be deleted.

§ 211. DEFINITION OF AGENDA ITEMS

An agenda item is a written proposal for consideration and action by the Commission, intended to result in the enactment of an Administrative Regulation, a decision to discipline a licensee, grant or deny a credential, sponsor or take positions on legislative proposals or the adoption of a policy for the guidance of the Executive Director and the Commission in the execution of the powers and duties appropriate to the agency.

§ 212. FORM OF AGENDA ITEMS

Agenda items will take the following forms:

- (a) Items calling for immediate action of the Commission.
- (b) Items providing information for consideration and discussion by the Commission for possible future action. Separate from the agenda, the Executive Director may also circulate reports, documents, and other

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(c) . Unless otherwise designated by the Commission, one-day meetings shall be set for the first Thursday of the month and two-day meetings shall be set for the first Wednesday and Thursday of the month.

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informational materials on topics of interest, but not relating directly to issues and items appearing on the Commission's agenda.

§ 213. FORMAT OF AGENDA ITEMS

Every item for the printed agenda, shall be submitted in writing to the Executive Director, Chair and Vice Chair(all) no less than 20(all) days prior to the meeting at which the item is to be considered. The submission shall include, when appropriate, a summary page with the following:

- (a) A statement of the issue, setting forth the issue and the action, if any, proposed;
- (b) A justification for such action, indicating the source of the proposal and reasons for positive action;
- (c) Implications of the proposed action, including, when appropriate, cost, legal, legislative, licensing, and program implications.

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§ 214. SUBMISSION OF AGENDA ITEMS

Items for the Commission agenda may be submitted only by Commission (all) members and ex-officio representatives of the Commission, and the Executive Director, except that a petition for adoption of an Administrative Regulation may also be submitted by any member of the public pursuant to Section 11427 of the Government Code.

In addition, the California Commission on Teacher Credentialing, in accordance with Education Code Section 44229, invites the public, the teaching profession, and interested professional groups to appear before it and submit proposals for Commission consideration and action.

All items submitted by members of the public for consideration on the Commission agenda should be in writing, signed by the sponsor, stating in ordinary and concise language:

- (a) The substance or nature of the proposed action or resolution;
- (b) The reason for the request; and when possible;
- (c) The substantive facts or other information and the technical, theoretical and empirical studies, if any, upon which the Commission may rely in taking the proposed action;
- (d) The authority under which the Commission may take the proposed action.

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(JK and CB) § 216. REFERRAL OR DEFERRAL OF AGENDA ITEMS (all)

- Each ~~Standing of the Committee~~ shall have the authority, in consultation with the Chair, to defer consideration of agenda reports, and to defer action in response to agenda recommendations, until a subsequent meeting of the Committee.

§ 217. QUARTERLY AGENDA ~~(CB and GG-proposed deletion: JK—asked staff to reword) In order to allow sufficient planning and scheduling of a variety of topics throughout the year the Commission shall whenever practicable plan agenda items by scheduling the items on the quarterly agenda however the Executive Director in consultation with the Chair and Vice Chair may schedule items that have not been on the Quarterly Agenda as necessary for the Commission to carry out its statutory duties and responsibilities.~~

§ 218. NOTICE FOR REPORTS

Agendas will notice an item space for reports from Commission members on matters they determine of interest to the full Commission.

§ 219. PUBLIC COMMENT (all)

Prior to the Commission meeting, written statements to be submitted to the Commission, or one of its committees, for consideration at a meeting, shall be submitted to the Executive Director, at least ~~twenty~~(20) calendar days prior to the Commission meeting at which the materials will be considered.

At a Commission meeting, persons wishing to make an oral statement to the Commission, or one of its committees, shall abide by the following procedures:

- ~~(a)~~ (a) The request shall include the name and address of the person wishing to make a public comment and a statement of the subject to be presented.
- ~~(b)~~ (b) The proposed speaker may speak only if and when recognized by the Chair.
- ~~(c)~~ (c) Five minutes may be allotted to each subject matter, subject to limitation or extension by the Chair.
- ~~(d)~~ (d) The speaker shall provide twenty-one (21) copies of any written materials to be presented to the Commission.
- ~~(e)~~ (e) Pursuant to the provision of Government Code section 11125.1, any written materials distributed to Commission members during a meeting shall be made available for public inspection as soon as practicable after the meeting.

§ 230. RULES GOVERNING COMMISSION MEETINGS (staff)

The rules contained in the latest edition of "Robert's Rules of Order" shall govern the Commission, except that they shall not take precedence over state laws or

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The Executive Committee of the Commission shall serve as the planning and agenda committee for the Commission. The Executive Committee shall identify and discuss any appropriate and relevant issues in order to refer such items to a committee or bring them before the full Commission for consideration.

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In order to be appropriately agendized, all items, except for emergency issues, must first appear on the Commission's Quarterly Agenda. All those wishing to have matters placed on an agenda must contact the Commission Chair or the Executive Director in order to comply with the Quarterly Agenda planning process. This process exists in order to allow sufficient planning and scheduling of a variety of topics throughout the calendar year.

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regulations (e.g. the Bagley-Keene Act). The provisions of Bagley-Keene relating to the conduct of a public meeting are incorporated by reference.

§231. DETERMINATION OF A QUORUM (Staff based on Commission action)

A quorum of the Commission is established whenever a majority of the currently appointed voting members is present.

§ 232. VOTING (all)

Each voting member of the Commission shall be entitled to one vote, such vote to be cast only in person and only at a meeting of the Commission. Whenever a member of the Commission requests a roll call vote, the names of the members present shall be called and their votes shall be recorded.

§ 240. UNOFFICIAL MINUTES OF COMMISSION MEETINGS (all)

Unofficial minutes shall be prepared by the Executive Director in consultation with the Chair and Vice Chair. The unofficial minutes of each regular meeting shall be sent to each member of the Commission ten (10) calendar days before the next regular meeting.

Approval of the minutes, after correction, shall be the next item after the Call of Order of the agenda of each regular meeting. Any member may submit to the Commission a written statement on any item of the business of the Commission. With the consent of the Chair, such statement shall become a part of the records of the Commission and shall be filed with the approved minutes kept by the Executive Director. The approval of minutes shall not be an item on the agenda of an emergency meeting, but the minutes of an emergency meeting shall be an item on the agenda of the succeeding regular meeting.

§ 241. CHALLENGE OF MINUTES

Any member may challenge the accuracy of factual aspects of the minutes at the time the Chair solicits corrections, including additions or omissions, prior to approval as official minutes. Questions of accuracy will be resolved by reference to tape recordings of the meetings, if necessary.

§ 242. CUSTODY AND INSPECTION OF OFFICIAL MINUTES

Official minutes of the Commission are a public record and shall be kept in the custody of the Executive Director at the office of the Commission. With the exception of closed session minutes, the official minutes shall be available to the public for inspection and copying during business hours. Before official approval, all minutes will be marked "Unofficial Minutes."

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§ 243. OFFICIAL MINUTES NOT INCLUDED IN AGENDA

The Commission will not include the "Official Minutes" as part of the agenda package unless it is determined that corrections are so substantive that they must be included. In the preparation of the minutes, the question of substance shall be determined by the Executive Director.

(all) § 245. INCLUSION OF REMARKS OR VOTING POSITIONS (JK and CB)

Any member may request the inclusion in the minutes of personal remarks or a voting position, provided such a request is made at the time statements are made during the Commission meeting, or when votes are recorded at the meeting, and such remarks or votes are germane to the issue at hand. The Executive Committee shall give approval for inclusion of the specific item requested.

§ 246. INCLUSION OF MATERIALS PRESENTED OR DISCUSSED (JK and CB)

A member may request approval from the Executive Committee to include materials presented or discussed at the Commission meeting in the minutes. Such materials are to be submitted in writing and will be entered as addenda to the minutes.

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If a direct quote attributed to a member appears and the member prefers that this specific remark not be included, that member may, as a matter of personal privilege, request the deletion of his or her remarks.

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CHAPTER 3: MEMBERS OF THE COMMISSION

§ 300. OFFICERS

The officers of the Commission shall be the Chair and the Vice Chair.

§ 301. PROCEDURE FOR THE ELECTION OF OFFICERS(all)

(a) The nomination and election for Chair and Vice Chair shall be at the last meeting of the calendar year of the Commission. Notice of the pending election will be given at the meeting immediately preceding the last meeting of the calendar year of the Commission. All commissioners will be appropriately advised concerning pending elections.

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(b) Nominations shall be in open session. ~~In either case, If~~ an individual plans to nominate, it is his/her responsibility to procure the consent of the individual to be nominated.

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(c) Nominations may be made orally in open session at the last meeting of the calendar year. Following the nominations each nominee shall make a presentation, not to exceed five (5) minutes in duration, concerning his or her vision for the Commission's future and how his or her attributes will contribute to that vision.

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(d) The Chair and Vice Chair shall be selected by roll call voice vote, and both elections shall be conducted by the Executive Director. Commissioners shall be called upon alphabetically and each shall announce his or her choice. If there are more than two (2) nominees for either Chair or Vice Chair and no nominee receives a majority of the votes of those present, then the two (2) nominees receiving the greatest number of the votes of those present will be selected for runoff election which shall be conducted immediately thereafter by roll call voice vote. Commissioners' votes shall be duly recorded in the official record of the proceedings.

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(e) In the event a nominee receives a majority of the votes of the current eligible voting members (i.e., 1 more than 50%) at the election, then the election shall become final, and he or she shall assume office immediately upon the conclusion of the Commission meeting. No proxy votes are permitted. In the event a nominee does not receive a majority vote, then the election will not be officially concluded until any absent members are given the opportunity to cast a vote as the first order of business at the next scheduled Commission meeting.

(f) The newly elected Chair and Vice Chair shall assume office at the next meeting of the Commission following their elections.

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§ 302. OFFICER VACANCY

In the event of vacancy in the office of Chair or the Vice Chair, a successor may be elected by the Commission to hold office for the unexpired term.

§ 303. TERM LIMITS FOR OFFICERS

No member of the Commission shall be elected to the office of Chair or Vice Chair of the Commission for more than two consecutive one-year terms.

§ 310. GENERAL DUTIES OF OFFICERS

The officers of the Commission shall have such powers and shall perform such duties in addition to those set forth in this chapter as may be delegated to them by the Commission.

- (a) The Chair shall be the presiding officer at meetings of the Commission and shall be an ex-officio member of all committees. The Chair will annually report the State of the Commission detailing the Commission's accomplishments during the prior year in conjunction with the publication of the Commission's Annual Report.

- (b) The Chair and the Vice Chair will meet quarterly (JK and CB) with the Executive Director to review the Director's accomplishments. Following the review, the Chair and Vice Chair will issue a preliminary report to the members of the Commission and solicit comments. Members of the Commission may submit responsive comments to the Chair within thirty (30) days of receipt of the report. The Chair will summarize any comments received in a final report to the Commission in closed session at the next regularly scheduled meeting of the Commission. (JK) A copy of the final report will be maintained in the Executive Director's official personnel file.

- (c) The Chair and (all) the Vice Chair may delegate emergency authority to the Executive Director when interim actions must be taken separate from meetings of the Commission. Each action shall be taken as an interim action pending a consideration and ratification of the action by the Commission at its next scheduled meeting.

- (d) The Vice Chair shall assume the duties of the Chair in the absence of the Chair or when so designated by the Chair.

§ 311. CHAIR PRO TEMPORE

In case of the absence or inability to act of both the Chair and Vice Chair at a meeting, the Commission shall elect a Chair Pro Tempore for the meeting.

§ 320. ATTENDANCE OF MEMBERS OF THE COMMISSION (staff proposal in response to JK query)

A member of the Commission is absent from a Commission meeting if he or she fails to attend at least 50 percent of the meeting without sufficient cause. Sufficient

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cause means but is not limited to, an illness or injury to a Commissioner or a member of his or her immediate family, or an act of God, which prevents his or her attendance at the meeting, absences due to a religious observance or an absence because of a contractually mandated employment responsibility, as determined by the Chair of the Commission. Failure to attend due to a conflict with other scheduled meetings, or for social or personal reasons other than those listed above, will not be considered sufficient cause.

§ 321. ABSENCES BY EX OFFICIO REPRESENTATIVE

If an ex officio representative is absent from any four regularly scheduled meetings in any calendar year, the Chair of the Commission shall contact that representative to ascertain the reason for such absences and to initiate steps to assure attendance at future meetings, including, but not limited to, notifying the organization sponsoring the representative.

§ 330. AUTHORIZATION TO INCUR TRAVEL EXPENSE (all)

Expenses of members of the Commission involved in attendance at regular and special meetings of the Commission and its committees will be reimbursed in accordance with applicable Board of Control rates upon submission of appropriate claims. All other travel by members of the Commission must be approved in advance by the Chair and Vice Chair to qualify for reimbursement.

- (a) Advance approval is not required for:
 - (1) Regular Commission/Committee meetings; and
 - (2) Special committee meetings.
- (b) Advance approval is required for:
 - (1) Special meetings (individual Commissioners) with organizational representatives;
 - (2) Participation in external meetings as official Commission representative;
 - (3) Special meetings with internal staff;
 - (4) Legislative hearings and/or meetings with individual legislators;
 - (5) Educational seminars; and
 - (6) Monitoring Committee of Credentials' and/or Committee of Accreditation's activities.

§ 331. ATTENDANCE AT EDUCATIONAL MEETINGS (all)

While all members of the Commission are encouraged to attend educational meetings throughout California, such plans should be communicated to the Chair and Vice Chair prior to attending, in order for the Chair to designate individuals as official representatives of the Commission, to avoid unnecessary or inappropriate duplication of effort, and to obtain approval for reimbursement of expenses when appropriate.

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§ 332. OUT-OF-STATE TRAVEL (all)

All requests for Commissioners to travel out-of-state shall be approved by the Chair and Vice Chair, depending upon the necessity and appropriateness of such travel and subject to availability of funds budgeted for the purpose and other applicable budgetary restrictions.

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§ 333. STIPEND CLAIMS BY PUBLIC REPRESENTATIVES

- (a) A claim for a stipend payment pursuant to Education Code 44217 submitted by a private citizen (i.e. public representative) member of the Commission or Committee of Credentials shall be approved, if:
 - (1) As to each day for which the stipend is claimed, the approved minutes of the meeting shows that the claimant was present; or if absent, was absent on authorized Commission or Committee business.
 - (2) The claimant includes a written statement on his or her travel expense claim for the meeting attesting that his or her attendance at the meeting for which a stipend is claimed resulted in a loss of income to the claimant for each day on which the stipend is claimed.
- (b) Pursuant to California Government Code Section 11564.5, stipends paid to private citizen members of the Commission and the Committee of Credentials shall be paid at the rate of one hundred dollars (\$100) per day.
- (c) Stipend claims and supporting evidence shall be submitted on the form required by the State Controller.

CHAPTER 4: COMMITTEES CREATED BY THE COMMISSION

§ 400. CREATION OF STANDING COMMITTEES^(CB)

The Commission may create standing committees of the whole. The Commission may also create ad hoc committees to examine specified subjects, and these ad hoc committees shall be dissolved, as appropriate, after reporting to the Commission.

§ 401. APPOINTMENT OF COMMITTEE CHAIRS^(all)

The Chair and Vice Chair of the Commission shall designate a Commissioner to serve as a Chair for each standing committee.

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(staff proposal—no longer needed as no separate committees).

^(all)^(all)^(all) § 420. MEMBERSHIP OF THE EXECUTIVE COMMITTEE^(all)

The membership of the Executive Committee shall consist of the Chair and Vice Chair of the Commission, as well as the chairs of the standing committees.

^(all) § 422. ROLE AND RESPONSIBILITY OF THE EXECUTIVE COMMITTEE^(all)

(staff proposes addition of "as necessary" because not always necessary for the Executive Committee to meet.

The Executive Committee shall meet (as necessary) whenever the Commission meets and perform the following functions:

- (a) Take primary responsibility for planning and developing the major policy issues and initiatives the Commission needs to resolve and insuring that these policy issues are being addressed in a timely fashion; form the basis of future agenda items; and meet the goals set by the Commission's strategic plan. The Executive Committee shall identify and discuss any appropriate and relevant issues in order to refer such items to a Committee or bring them before the full Commission for consideration.
- (b) Periodically review the roles and responsibilities of the standing committees, and recommend any proposed changes to the Commission as a whole.
- (c) Periodically review the Policy Manual and recommend any proposed changes to the Commission as a whole.

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Each committee shall meet at such time and places as may be convenient and necessary, on call of the Chair of the committee. ... [2]

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The report of a separate standing committee shall be an item on the agenda of the earliest feasible regular meeting of the Commission. ... [3]

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All committees shall keep minutes of their respective meetings. A written record of the actions of every committee shall be prepared by the Executive Director and furnished to the members of the Commission ... [4]

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§ 430. ROLE AND RESPONSIBILITY OF LEGISLATIVE COMMITTEE

A standing Legislative Committee shall function as a standing committee of the whole. The Legislative Committee shall be responsible for:

- (a) Determining specific issues to be developed as Commission-sponsored legislation.
- (b) Reviewing all legislation introduced in the Legislature which may impact the work or responsibilities of the Commission, and to determine appropriate actions for the Commission to take in relation to such legislation.
- (c) Reviewing and recommend on such other matters as may properly come before the Legislative Committee.

(all) § 450. ROLE AND RESPONSIBILITY OF THE PROFESSIONAL SERVICES COMMITTEE

The Professional Services Committee shall function as a standing committee of the whole and shall be responsible for:

- (a) Reviewing and adopting all standards, guidelines and regulations to govern the approval, accreditation and evaluation of programs or units of professional preparation and induction at California colleges, universities and local education agencies;
- (b) Reviewing and approving all subject matter programs submitted for initial approval by post secondary institutions;
- (c) Overseeing the work of the Committee on Accreditation;
- (d) Reviewing and adopting plans and policies for the development and use of examinations and assessments for the certification of teachers and other educators in California
- (e) Reviewing and authorizing the Executive Director to enter into contracts for the development and/or administration of certification examinations and assessments; and
- (f) Reviewing and acting upon other issues that may properly come before the Committee.

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The Appeals and Waivers Committee shall function as a separate standing committee and shall be responsible for reviewing individual licensing appeals that are submitted on direct application and for reviewing requests for credential waivers.

A compilation of "Precedential Decisions" consistent with California Government Code § 11425.60 will be used as a reference for subsequent decisions and determinations by the Appeals and Waivers Committee.

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§ 460. ROLE AND RESPONSIBILITY OF THE PROFESSIONAL PRACTICES COMMITTEE

The Professional Practices Committee shall function as a standing committee of the whole and shall be responsible for:

- (a) Reviewing and recommending to the Commission any necessary changes in the policies, procedures, regulations or statutes that govern the review of disciplinary actions taken by the Commission and the Committee of Credentials.
- (b) Advising the Commission when vacancies occur or may be expected to occur on the Committee of Credentials. Recommending to the Commission that a vacancy be declared and overseeing the selection of new members to the Committee of Credentials.

§ 470. ROLE AND RESPONSIBILITY OF THE CREDENTIALING AND CERTIFICATED ASSIGNMENT COMMITTEE

The Credentialing and Certificated Assignment Committee shall function as a standing committee of the whole and shall be responsible for recommending to the Commission any necessary changes in the policies, procedures, regulations, or statutes that govern; the review of licensing appeals; credential waivers; requirements for credentials, certificates, and permits; the review and reporting of the assignment of certificated individuals and the sanctions for misassignment; policies, and procedures concerning the supply and demand of certificated personnel; and to review all matters within the purview of the Committee.

§ 480. ROLE AND RESPONSIBILITY OF THE FISCAL POLICY AND PLANNING COMMITTEE

The Fiscal Policy and Planning Committee shall function as a standing committee of the whole and shall be responsible for considering and acting on budget change proposals; monitoring the status of the Commission's annual budget; and reviewing the Commission's quarterly revenues and expenditures.

§ 490. ROLE AND RESPONSIBILITY OF PANELS AND DESIGN TEAMS (all)

The Chair and Vice Chair may establish and appoint an advisory panel, task force, or design team when either staff or the Commission has determined that they require additional expertise, viewpoints or experiences to obtain further input in the formulation or resolution of a complex issue under consideration. Staff will be responsible for summarizing the work and conclusions of any group, so appointed, in a report to the Executive Director, Chair and Vice Chair.

ALTERNATIVE §490 (Staff)

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ROLE AND RESPONSIBILITY OF PANELS AND DESIGN TEAMS

(a) Definitions:

(1) Panel – The term “panel” as used in this guide is a generic term referring to any refers to a group of individuals that provides insight, advice and perspective on functions such as product development (i.e., examination, standards, and guideline development), implementation and accountability (i.e., program review, accreditation, and examination validation), and research and policy development (i.e., reading study and accreditation pilot project). The procedures for panels defined throughout this guide may also be applied to design teams and task forces are generally applicable to all such groups.

(2) Examples of various kinds of panels include, but are not limited to the following:

- a. **Advisory Panel** – A group formed to provide policy recommendations for a particular topic.
- b. **Work Group** – A group formed to do background work leading to policy recommendations.
- c. **Design Team** – A group formed to do more specialized work in developing new structures, such as developing standards or examinations.
- d. **Program Reviewers** – Individuals selected to be members of visiting accreditation teams or to review program proposals.
- e. **Standing Committee** – A group appointed to perform an ongoing function.

(b) The Commission may direct the Executive Director ~~may~~ to establish and appoint an advisory panel. The Commission may also specifically establish and appoint an advisory panel to accomplish a particular task. Each nominee shall submit an application regarding the nominee’s willingness to serve, background qualifications, and reasons for wishing to serve. A majority of the panel members shall have technical expertise. In addition the Commission shall ask the representatives of affected stakeholder organizations to designate a representative to each panel. Any panel appointed by the Commission is subject to the provisions of the Bagley-Keene Open Meeting Act.

(c) The Executive Director may establish a task force, ~~or~~ design team, or working group when either staff or the Commission has determined that they require additional expertise, viewpoints or experiences to obtain further input in the formulation or resolution of a complex issue under consideration. Participants shall include members suggested by the Commission as well as members designated by affected stakeholder organizations. Staff will be responsible for summarizing the work and conclusions of any group, so appointed, in a report to the Commission and the Executive Director.

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- (d) Whenever the Commission determines it is necessary, a Member of the Commission may be appointed to serve as a liaison on any advisory panel, task force, design team or working group.

CHAPTER 5: COMMITTEES CREATED BY STATUTE

§ 500. SELECTION OF MEMBERS OF THE COMMITTEE OF CREDENTIALS

The Professional Practices Committee shall be responsible for:

- (a) Advising the Commission when vacancies occur or may be expected to occur on the Committee of Credentials. Prior to publicly announcing a vacancy, staff shall inquire on behalf of the Committee, in writing, as to the availability of incumbents to serve an additional term. The letter of inquiry shall clearly state that the incumbent's availability to accept reappointment is one of a number of factors the Commission may consider in determining vacancies. Responses to the inquiry shall be given orally, directly to the Executive Director, followed by a written communication postmarked no later than ten (10) days from the date of inquiry.
- (b) Directing staff to conduct year-round recruitment of interested applicants and provide appropriate public notice regarding impending vacancies and the qualifications required of applicants. Action shall be undertaken according to the following guidelines:
 - (1) Timely printing, posting and distribution of applications.
 - (2) Applications shall be posted on the Commission's web site and shall be distributed statewide both electronically and by United States mail to the general public, interested parties, and all entities representing the constituencies represented on the Committee. **(all)**
 - (3) The Committee shall set a final date for submission of applications; however, the Commission may extend the final filing date if an insufficient number of applications have been received by the original final filing date. The date of submission shall be considered to be the same as the postmark date on the envelope in which the application is received.
 - (4) Whenever practicable, a letter from the Chairperson of the Commission requesting nominations of qualified applicants will be sent to appropriate parties and stake holder groups.
- (c) Receiving and evaluating applications and nominations for membership on the Committee of Credentials and for conducting interviews as appropriate; and
- (d) Placing in nomination the names of qualified persons for each position to be filled. An alternate may be selected if deemed qualified. Any alternate so selected will be placed in a pool of alternates and available to fill a vacancy in that position category should the need arise.
- (e) Identifying, scoring, ranking, discussing and recommending nominees for the Committee of Credentials according to the following factors:

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- (1) The total membership of the Committee should be broadly representative of the community with respect to of sex, ethnic and cultural background, and geographical area of residence.
- (2) Persons nominated should be of balanced and judicious temperament with broad understanding of, and respect for, community values and attitudes.
- (3) Persons nominated must be willing and able to devote the time and effort necessary to carry out the work of the Committee.

§ 501. UNEXPECTED VACANCIES^(all)

- (a) In the event of an unanticipated vacancy on the Committee of Credentials, an alternate established pursuant to section 500 shall be contacted and asked to serve.
- (b) If an alternate is no longer qualified to serve in that position, is unable to serve or cannot be reached or contacted within (30) days of the existence of a vacancy as defined and set forth in Cal. Gov. Code Section 1770, then appropriate notices and application materials shall be distributed, a date shall be set after which no new applications will be accepted and steps shall be taken to enable the Executive Committee and the Commission to perform the relevant tasks set out in § 500 at the earliest possible time.
- (c) The Chair ^{and Vice Chair} of the Commission shall be advised immediately upon the happening of any of these events and the Commission shall be advised of any and all steps taken pursuant to subsections (a) and (b) above at its next regularly scheduled meeting.

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§ 502. ABSENCE AS CAUSE FOR REMOVAL OF COMMITTEE OF CREDENTIALS MEMBER

Absence that causes undue hardship to the work of the Committee of Credentials may be cause for removal from the Committee by the Commission.

§ 503. TERMS OF MEMBERS OF THE COMMITTEE OF CREDENTIALS^(staff proposal reflecting reflecting Commission action)

- (a) The term for each initial appointment to the Committee of Credentials shall be two years, and no member shall serve more than ^{four} (4) successive two-year terms.
- (b) At least one new member shall be appointed each year, but in the interest of continuity and stability, not more than three members should be replaced in one year.

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- (c) Terms of appointment shall commence on July 1 and shall expire on June 30, except that an appointment to fill an unexpired term may be made effective upon the first day that a position becomes vacant.

§ 504. RELATIONS WITH THE COMMISSION (staff)

- (a) The Commission fully recognizes the unique and valuable contribution of the Committee of Credentials to the work of the Commission; and wishes to maintain a fully effective, cooperative, and cordial working relationship between the two bodies.
- (b) Each Commissioner is encouraged to arrange his/her calendar so as to schedule attendance at a Committee of Credentials meeting each year in order to observe the Committee functions and to become familiar with Committee procedures.
- (c) The Committee Chair and/or Committee will be invited to meet with the Commission from time to time to exchange views on matters relating to disciplinary and corrective measures necessary and appropriate to the maintenance of professional standards.

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§ 510. OFFICERS OF THE COMMITTEE OF CREDENTIALS

The officers of the Committee of Credentials shall be a Chair, who shall preside at meetings of the Committee; and a Vice Chair who shall preside in the absence of the Chair.

§ 511. ELECTIONS OF OFFICERS (staff)

Officers of the Committee of Credentials shall be elected by a majority of the votes of the Committee. The names of the officers shall be reported to the Commission.

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§ 512. MEETINGS OF THE COMMITTEE OF CREDENTIALS

- (a) The Committee shall meet in Sacramento at such times as it considers necessary to perform its duties.
- (b) The Committee shall, no later than the last meeting of the calendar year, adopt a calendar indicating the dates, times, and places of meetings for the following year, subject to the approval of the Commission.
- (c) For good cause and with the Commission's approval, the Chair of the Commission may schedule Committee meetings at some other date, time, or place than that adopted in (b).

§ 530. MEMBERSHIP ON THE COMMITTEE ON ACCREDITATION (staff proposal reflecting recent Commission action)

(a) The Committee on Accreditation consists of twelve members. Six members are from postsecondary education institutions, and six are certificated professionals in public schools, school districts, or county offices of education in California. Selection of members is based on the breadth of their experience, the diversity of their perspectives, and "their distinguished records of accomplishment in education" (Education Code Section 44373-a). All members serve as members-at-large. No member serves on the Committee as a representative of any organization, institution, or constituency. To the maximum extent possible, Committee membership is balanced according to ethnicity, gender, and geographic regions. The Committee includes members from elementary and secondary schools, and from public and private postsecondary institutions. The elementary and secondary school members include certificated administrators, teachers, and at least one member involved in a professional educator preparation program. The postsecondary members include administrators and faculty members, both of whom must be involved in professional educator programs.

(b) Criteria for Membership

The criteria for membership on the Committee are:

- (1) evidence of achievement in the education profession;
- (2) recognized professional or scholarly contributions in the field of education;
- (3) recognition of excellence by peers; experience with and sensitivity to issues of human diversity;
- (4) distinguished service in the field of educator preparation; knowledge of issues related to the preparation and licensing of education professionals; length of professional service;
- (5) and possession of appropriate educational degrees and professional credentials.

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§ 531. SELECTION OF MEMBERS OF THE COMMITTEE ON ACCREDITATION

(a) A Nominating Panel of four distinguished members of the education profession in California identifies and nominates individuals to serve on the Committee on Accreditation. The Nominating Panel is comprised of two college and university members and two elementary and secondary school members. The Nominating Panel is comprised of two educators appointed by the Committee on Accreditation and two educators appointed by the Commission. Each entity will appoint one college or university member and one elementary or secondary school member to the Nominating Panel. The

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terms of Nominating Panel members are four years and they may not serve more than one term.

- (b) To select members for the Committee on Accreditation, a vacancy notice is posted on the Commission website and nominations are solicited, in writing, from a broad base of professional organizations, agencies, institutions, and individuals in education. Each nomination must be submitted with the consent of the individual. A written endorsement from the nominee confirming understanding of and agreement to the nominee's participation on the Committee must be submitted (Commission provides travel, per diem, and substitute reimbursement, if needed). The nominee's professional resume must be submitted. Self-nominations are not accepted.

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- (c) Based on the membership criteria and the principles of balanced composition set forth in section 530, the Nominating Panel screens the professional qualifications of each nominee and recommends at least two highly qualified nominees for each vacant seat on the Committee. The Commission fills each Committee seat and alternate position by selecting from the nominations.

- (d) The Commission appoints members of the Committee on Accreditation to four-year terms. A member may be re-nominated and re-appointed to a second term of four years. A member may serve a maximum of two terms on the Committee.

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- (e) Terms of appointment shall commence on July 1, or the date of the appointment, whichever is later, and shall expire on June 30.

§ 532. VACANCIES ON THE COMMITTEE ON ACCREDITATION

- (a) A committee member's position shall be declared vacant by the Commission upon absence without sufficient cause from three consecutive Committee meetings or four Committee meetings in one calendar year. The co-chairs of the Committee shall inform the Committee member regarding concerns related to the attendance of that Committee member and are to notify the Chair of the Commission and the Executive Director of the Commission that a vacancy has been established by virtue of three consecutive absences.

- (b) When a seat on the Committee becomes vacant prior to the conclusion of the member's term, the Executive Director fills the seat for the remainder of the term by appointing a replacement from the list of alternate members.

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CHAPTER 6: STAFF AND AGENCY OPERATIONS

§ 600. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR (all)

- (a) The Executive Director shall perform and discharge, under the direction and control of the Commission, the powers, duties, purposes, functions, and

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jurisdiction vested in the Commission and delegated to the Executive Director by the Commission.

(c) The Executive Director shall meet quarterly with the Chair and Vice Chair for direction regarding the Commission's goals as aligned to the Commission's strategic plan. The Executive Director shall report to the Chair and Vice Chair regarding the accomplishments of the Commission.

(d) The Executive Director shall employ and fix the compensation in accordance with law and within Commission policies, of such assisting staff as the Executive Director deems necessary to effectively conduct the work of the Commission

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§ 605 PUBLICATIONS

In addition to any reports required by statute, the Commission may issue an Annual Report and other publications as necessary.

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§ 610. CONTRACT AUTHORITY

(a) The Commission reserves to itself the authority to authorize the Executive Director to approve contracts and agreements for goods or services with a value in excess of \$100,000 except that Commission approval is not required when such contracts or agreements are let under the auspices of a state master agreement, by regulation or pursuant to an inter jurisdictional exchange of personnel under the visiting educator program.

(b) Authority of the Executive Director. Contracts and agreements other than those specified in Subsection (a) may legally be entered into by the Executive Director or his or her designee.

(c) Each Standing Committee shall each have the authority to review and recommend Commission approval of contracts that have the characteristics identified in Subsection (a), and that relate to activities previously reviewed by each committee. (all)

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